DOCUMENT RESUME

ED 163 910 IR 006 372

AUTHOR Lee, Tae Moon; And Others
TITLE Analysis of U.S. Government Printing Office Documents Depository Survey Items. Final Report.
INSTITUTION American Library Association, Chicago, Ill. Government Documents Round Table.
PUB DATE 20 Feb 78
NOTE 46p.; Best copy available

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS *Abstracting; *Depository Libraries; Documentation; *Federal Government; *Government Publications; Information Dissemination; Investigations; *Library Services; Tables (Data)

ABSTRACT

The Study Committee on Federal Documents Depository Survey Items analyzed 67 survey items received by each of five selective depository libraries for a two-month period in order to determine the adequacy of annotations on depository survey item cards issued by the Superintendent of Documents of the U.S. Government Printing Office. Findings of the study are discussed, an analysis of survey data is presented, and full compliance with the statutory requirements of Title 44, United States Code, section 1904, is urged. An appendix includes a listing of the items surveyed in the study, and a memorandum from J.D. Livsey, Director, Library and Statutory Distribution Service, regarding requirements for new item surveys is attached. (RAO)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED163910

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ANALYSIS
OF
U.S. GOVERNMENT PRINTING OFFICE
DOCUMENTS DEPOSITORY SURVEY ITEMS

SURVEY 77-169 through 77-235

Daily Depository Shipping List 9927 through 10106

Daily Depository Shipping List Date July 1 - August 31, 1977

BEST COPY AVAILABLE

By the members of

The Study Committee on Federal Documents Depository Survey Items

Tae Moon Lee, Chairman
University Library
State University of N.Y. at Albany
Albany, N.Y. 12222
(518) 457-3347/8

Jaia Heyman
Drew University Library
Madison, N.J. 07940
(201) 377-3000 x480

Betsy McIlvaine
University of Connecticut Library
Storrs, Conn. 06268
(203) 486-2523

Maggie Johnson
Missouri State Library
P.O. Box 387, East High St.
Jefferson City, Mo. 65101
(314) 751-4552

Barbara Smith
Skidmore College Library
Saratoga Springs, N.Y. 12866
(518) 584-5000 x642

IR006372

TABLE OF CONTENTS

Preface ---------- 4

Findings ---------- 5

Statistical Analysis ---------- 7

Summary and Recommendations ---------- 9

Appendix ---------- 11

PREFACE

On June 20, during the Annual Conference of the American Library Association held in Detroit, members of the Work Group on Depository Libraries of the Federal Documents Task Force of GODORT engaged in considerable and lively discussions concerning the inadequate annotations on depository survey item cards issued by the Superintendent of Documents of the U.S. Government Printing Office (GPO).

Ms. Bernadine Hoduski, Special Library Assistant to the Congressional Joint Committee on Printing, moved the establishment of a Study Committee on Federal Documents Depository Survey Items.

By unanimous vote, the group approved the formation of this committee and charged it to conduct a study to analyze the adequacy of the annotations on depository survey item cards.

A draft report of this study was presented at the business meeting of the Work Group on Depository Libraries on January 24, 1978, during the American Library Association Midwinter Conference in Chicago.

A follow-up study will be conducted during the spring of 1978 with a wider geographical coverage. The participating libraries of the follow-up study will be from Connecticut, Kansas, Michigan, Nebraska, New Jersey, New York, Texas, and Virginia.

Tae Moon Lee

Tae Moon Lee, Chairman
The Study Committee

Note: A GPO memorandum of February 17, 1978, issued by Mr. J. D. Livsey, is included at the end of this report.

ACKNOWLEDGEMENT

Special acknowledgement is extended to the following persons at the State University of New York at Albany: Ms. Kay Shaffer, Slavic Bibliographer, and Ms. Anne Shaffer, Documents Librarian, for their time and assistance in the preparation of this report; Ms. Margaret Carter, who typed this report; and Dr. Joseph Morehead, Associate Professor, for his review of this report.

FINDINGS

An analysis of 67 survey items received by each of five selective depository libraries for a two-month period (July 1 - August 31, 1977) shows that only 16% of the items contained adequate annotations. This 16% figure when compared to a 15% figure from a 1972 study [1/], [2/] shows that the Superintendent of Documents' item annotation practice has not improved.

In 1973, the Superintendent of Documents responded to a February 5, 1973, inquiry from the Government Documents Round Table: "The titles of many items are self-explanatory and do not require annotation." [3/] The statistics of this current study, however, do not seem to support the Superintendent of Documents' assumption that most titles are self-explanatory.

Of the 67 documents surveyed, 18 (or 27%) are annual and/or general reports: of these, 12 (or 18%) require brief or extensive annotations while only 6 (or 9%) were self-explanatory.

The class Y3.-- area (Commissions, Committees, or Boards//Reports and publications) is not as distinctive as other class areas. For this category, the inclusion of a sample with an accompanying annotation does not provide sufficient information. In cases such as this, the purpose and scope of the agency, including the statutory authority, should be described on the survey item card.

> For example, the United States Railway Association (Y3.R13/4:) was established by the Regional Rail Reorganization Act of 1973 (P.L. 93-236) 45 U.S.C. 701, et seq. "The purpose of the association is the identification of a rail service system to meet the needs and service requirements of the national rail transportation system."
>
> The Japan-United States Friendship Commission (Y3.J27:) was established in 1975 by P.L. 94-118. "The purpose of the commission's program is aid to education and culture at the highest level in order to enhance reciprocal people-to-people...."

1/ Schwarzkopf, LeRoy C. *Regional Libraries and the Depository Library Act of 1972.* College Park, Maryland, The Author, 1972. p.32. (ED 066 177)

2/ *Documents To The People*, 1 (May 1973) p.23.

3/ *Ibid.*, 2 (April 1974) p.18.

The committee's study shows that only 56.4% of the total documents surveyed included sample copies to the five libraries, 33% included no sample copies, and 10% were not available either because of the breakdown of old item numbers or the reassigning of new item numbers.

The committee's study showed the recent trend of the Superintendent of Documents' depository system to be more towards quantity than quality since the number of survey items increased while the percentage of quality annotations on survey item cards remained unchanged from the 1972 study. 4/

4/ *Ibid.*, p.18.

STATISTICAL ANALYSIS

(A)	TOTAL SURVEYS	67 Surveys	100%
1)	Annual and/or general reports (see also categories B 4 & 5)	19 Surveys	28%
2)	Bibliographies and lists of publications; General publications; Handbooks, manuals, guides; regulations, rules, instructions (see also category B 3)	6 Surveys	9%
3)	Commissions, Committees, or Boards (Class Y3.--area)	4 Surveys	6%
4)	Breakdown of old items and/or reassigned items (see also category C 1)	7 Surveys	10%
5)	Other publications	31 Surveys	46%

(B)	ANNOTATIONS		
1)	Annotations needed (excluding category B 4)	28 Surveys	42%
2)	Good or sufficient annotations on item cards provided by GPO	11 Surveys	16%
3)	Title self-explanatory (excluding category B 5)	10 Surveys	15%
4)	Annual and/or general reports--Annotations needed (see also categories A 1 & B 1)	12 Surveys	18%
5)	Annual and/or general reports--Self-explanatory (see also categories A 1 & B 3)	6 Surveys	9%

(C) SAMPLES (Available and N/A)

67 Surveys x 5 Libs. = 335 Surveys	335 Surveys	100%
1) Samples not available (N/A). Breakdown of old items and/or reassigned items. 7 Surveys x 5 Libs. = 35 Surveys	35 Surveys	10%
2) Samples available. 60 Surveys x 5 Libs. = 300 Surveys	300 Surveys	90%

3)

	Sample Rec'd		Sample Not Rec'd		Sample N/A	
Drew Univ.Lib	37	55%	23	34%	7	10%
Missouri State Lib	37	55%	23	34%	7	10%
Skidmore Col. Lib	32	48%	28	42%	7	10%
SUNY-A Library	47	70%	13	19%	7	10%
Univ. of Conn.Lib	36	54%	24	36%	7	10%
TOTAL	189	282%	111	165%	35	50%
AVERAGE	37.8	56.4%	22.2	33%	7	10%

SUMMARY AND RECOMMENDATIONS

This study was undertaken in response to the frequent criticisms of depository documents librarians concerning the inadequate annotations on the depository survey item cards issued by the Superintendent of Documents of the U.S. Government Printing Office (GPO). 5/

The implementation of the Depository Library Program in the area of survey item annotations is required by Title 44, United States Code, section 1904:

> "The Superintendent of Documents shall currently issue a classified list of Government publications in suitable form, containing annotations of contents and listed by item identification numbers to facilitate the selection of only those publications needed by depository libraries. The selected publications shall be ...."

Unfortunately, there has not yet been full compliance with the statutory requirements of the law.

Many depository documents librarians feel that the information provided on depository survey item cards is not always sufficient to make intelligent decisions for item selection when considering new titles for their collections. Sample copies, if sent at all, do not always have enough information to define the nature of the new publications (e.g., scope, technical level of intended audience, frequency, related SuDoc class or subject, etc.).

This lack of a sample copy and/or annotation would seem not only to result in an unwise decision for the selection of new items but also to waste money, time, and effort both for the Superintendent of Documents and for selective depository libraries.

Some individual libraries have been writing to various issuing agencies of the federal government in order to obtain needed information for new titles, which is a very time-consuming effort.

The project of the Superintendent of Documents to automate item number selection/deletion decisions and to limit these decisions to once a year 6/ will have a tremendous impact on selective depository libraries. This project is directly related to the problem of the inadequate annotations on survey item cards. At this time, we are strongly opposed to the project for two reasons. First, because of the inadequate information on survey item cards, it is unreasonable to expect intelligent decisions for survey item selection. Second, providing for selection/deletion decisions on an annual basis does not allow an adequate opportunity for documents librarians to correct unwise selection/deletion decisions based on the inadequate information on survey item cards.

5/ *Op. cit.*, Schwarzkopf, LeRoy C. p.32.
6/ *Documents To The People*, 6 (January 1978) p.33.

We feel that a more reasonable schedule for item number selection/ deletion would be quarterly or semi-annually, scheduled by geographical regions so that the Superintendent of Documents could have a predictable pattern of work flow.

Therefore, the Superintendent of Documents' initiation of the project should be postponed until the quality of annotations on survey item cards is improved.

Since the Documents Support Service of the Superintendent of Documents produces well-annotated bibliographic tools, it does not seem unreasonable to expect the Library & Statutory Distribution Service of the Superintendent of Documents al o to produce annotations of such a quality. Examples of those bibliographic tools are:

Selected U.S. Government Publications, GP 3.17:

Government Periodicals & Subscription Services, Price List 36, GP 3.9:

Subject Bibliography, SB series, GP 3.22/2:

Documents librarians are intermediaries between government-produced information and the American general public. And as such, we are asking the responsible government agency for cooperation in order to improve service to the American general public through the nationwide network system of more than 1,200 depository libraries.

In conclusion, the committee notes the urgent need for the Library & Statutory Distribution Service of the Superintendent of Documents to improve the annotations on survey item cards.

The committee strongly recommends that the Superintendent of Documents establish a unit to provide extensive annotations on depository survey item cards in order to improve the quality of depository services within the Library & Statutory Distribution Service.

In addition, this committee re-emphasizes the need for the Superintendent of Documents to make every effort to comply with the statutory requirements of Title 44, United States Code, section 1904, as soon as possible.

APPENDIX

This appendix includes a listing of the 67 items surveyed in this study. Those annotations marked with an asterisk (*) were provided by GPO, all other annotations were prepared by the Study Committee.

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
*Good annotation provided by GPO	U.S. Employment Service//Occupations in demand at job service offices (monthly)	No	Yes	No	No	No	L37.310:	754-H	7/1/77	9927	77-169
Breakdown of old Item No.839	Directory of Post offices. Directory of international mail. National zip code directory.	N/A	N/A	N/A	N/A	N/A	P1.10/4: /5: /8:	839-A-1 thru 3	7/1/77	9928	77-170
P.L. 94-163 sec.252(i) under that provision the attorney general and the Federal Trade Commission are each required to submit a semiannual report to the President and the congress on the impact on competition and small business of actions authroized by this section.	Report of the attorney general pursuant to sec.252(i) of the Energy Policy and Conservation Act (of 1975)	Yes	Yes	Yes	Yes	No	J1.27/2:	717-Z	7/6/77	9933	77-171
Annual report	Education Office//Advisory Committee on Accreditation and Institutional Eligibility, annual report	Yes	Yes	Yes	Yes	Yes	HE19.130:	455-A-5	7/6/77	9935	77-172
List of current publications on a single subject or field of interest. Should indicate how differs from the NBS catalog (C13.10:305/)	NBS publications lists	No	Yes	Yes	Yes	No	C13.37:	240-A-1	7/7/77	9937	77-173

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D				CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni				
Vols. 1 thru 38 of this series were assigned under the general publications (NS1.2:D36/2/v.- Item 834-C). This information should have been indicated on item card.	NSF//Initial reports of the deep sea drilling project.	N/A	N/A	N/A	N/A	N/A	NS1.38:	834-C-1	7/11/77	9943	77-174
Reports in this series detail the investigations, analysis, conclusions, and recommendations reached by the NTSB.	National Transportation Safety Board// Railroad accidents reports, NTSB-RAR	Yes	Yes	Yes	Yes	Yes	TD1.112/3:	982-I-11	7/11/77	9945	77-175
Should give annotation - size, folder or flat for maps, how differ from various weather maps, etc.	Environmental Data Service//Map (including atlases)	Yes	Yes	No	Yes	No	C55.231:	273-D-10	7/14/77	9953	77-176
This supplement could have been assigned under Item 746-C. Another supp. (L1.42/2-2:) already under Item 746-C Review and analysis of work of the Dept. of Labor on various special aspects of employment and training. Including Statistical Tables.	Supplements to the employment and training report of the President	Yes	Yes	No	No	Yes	L1.42/2-3:	762-D-8	7/14/77	9955	77-177
Includes descriptions of ongoing projects in various foreign affairs research areas. Gives project no., title, action officer name and telephone no., names of funding agency and contractor, scope, etc.	Office of External Research, State Dept.//Govt-supported research on foreign affairs, current project information, FY	Yes	Yes	Yes	Yes	No	S1.101/10:	869-D	7/18/77	9963	77-178

15

16

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D: U of Con	SUNY-A	Skidmore	Missouri	Drew Uni	CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
Sets forth the current state of the LEAA Program, with particular attention to results achieved. Will be useful in planning future program directions and emphasis.	Justice Dept//LEAA:Program results inventory (annual)	Yes	Yes	Yes	Yes	Yes	J1.51:	717-N-2	7/19/77	9966	77-179
*Good annotation provided by GPO	Journal of research of the National Bureau of Standards (Bimonthly)	N/A	N/A	N/A	N/A	N/A	C13.22:	246-E	7/19/77	9970	77-180
The program was established in Oct. 1966 by National Sea Grant College and Program Act of 1966. In Oct. 1976, Sea Grant Program Improvement Act of 1976 (P.L.94-461) National Sea Grant Program is a unique Federal-State-University partnership. The only Federal Grant program that mandates and supports American universities in the integration of research education, and public service in a practical approach to development of marine resources and technology.	NOAA//Sea grant annual report	Yes	Yes	Yes	Yes	Yes	C55.38:	250-E-21	7/19/77	9971	77-181
A Guide for Federal, State and local government agencies who need the training offered by PMTC. Includes course listing which highlights the objectives, duration, suggested audience, cost, purpose and dates for each course.	CSC//Personnel Management Training Center, course catalog.	No	Yes	No	Yes	Yes	CS1.65/10:	291-F	7/21/77	9976	77-182
Need size and whether folded, rolled or flat. The sample copy is a recreation map folded to a small size.	TVA//Maps	No	Yes	Yes	Yes	Yes	Y3.T25:7	1082-D	7/22/77	9981	77-183

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Mainly statistical table	National Center for Health Statistics// Nat'l Reporting System for Family Planning Services, Annual report.	No	Yes	No	No	No	HE20.6219:	508-G-2	7/25/77	9984	77-184
	EPA//Federal Noise Program report (series)	Yes	Yes	Yes	Yes	Yes	EP1.73	431-I-69	7/25/77	9987	77-185
ESRD Series of periodic reports relating to the operating patterns, types and levels of services provided by ESRD facilities. Represents the initial data collection activity of the national ESRD MIS. Intended to provide a set of selected baseline data which can be used at the local, state, and national level for ESRD Program planning and development purposes.	Health Care Financing Adm.//End-stage renal disease medical information systems, facility reports (ESRD MIS)	Yes	Yes	Yes	Yes	Yes	HE22.9:	512-A-5	7/26/77	9989	77-186
Annual Report	Nat'l Marine Fisheries Service// Administration of the Marine Mammal Protection Act of 1972 (Annual)	Yes	No	No	Yes	Yes	C55.327	516-H	7/27/77	9996	77-187
Annual Report	Education Office//Advisory Council on Financial Aid to Students: Annual report	Yes	Yes	Yes	Yes	No	HE19.131:	455-I	7/27/77	9997	77-188
*Good annotation provided by GPO Loose-leaf	Supply and Logistics, Defense Dept.// Standardization of work measurement, DOD 5010.15.1-M	Yes	No	No	No	Yes	D7.6/4-2:	314-A-3	7/28/77	9999	77-189

19

20

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D				CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Unl				
Breakdown of old Item No. 208-B-7. Need annotations for those six sub-series: EDS, ERL, NESS, MMFS, MOS, NWS	NOAA Technical reports. NOAA Technical memorandums.	N/A	N/A	N/A	N/A	N/A	C55.13: C55.13/2:	208-C-1 thru C-6	7/29/77	10003	77-190
The Dept. sponsored a series of lectures, each relating to the theme "Equal Justice Under Law." Seven prominent figures in the legal profession spoke at various schools and historical sites throughout the country. Their words are presented here as a reminder of a fundamental principle of our heritage-liberty and justice for all.	Justice Dept.//Bicentennial lecture series (addresses)	No	Yes	No	No	No	J1.34:	717-B-2	7/29/77	10006	77-191
*Good annotation provided by GPO	Supply and Logistics, Defense Dept.// DFSC fuel line (quarterly)	Yes	No	No	Yes	Yes	D7.24:	314-P	8/1/77	10007	77-192
Annual Report	Health Resources Adm.//Division of Long-Term Care, Annual report, FY	Yes	No	Yes	Yes	Yes	HE20.6001/4:	507-H-8	8/1/77	10008	77-193
	Health Education Bureau//Handbooks, Manuals, Guides	No	Yes	No	No	Yes	HE20.7208:	494-H-2	8/1/77	10009	77-194

21

22

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					SURVEY No.	S/L No.	S/L DATE	ITEM No.	CLASS No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Without sample and annotation impossible to know what FSIP stands for. FSIP-Federal Service Impasses Panel. (See also Y3.F31/21-2: Item 1061-G for FSIP//Reports and Publications) Y3.F31/21: is very confusing-three Item Nos. Assigned under Item 1089 (S/L 8752 4/2/76) and under Item 1089-B (survey 77-361 S/L 10439 12/9/77) Y3.F31/21:10/ was under Item 1089 (S/L 9435 1/17/77) and under Item 1061-G-1 (Survey 77-195 S/L 10010 8/1/77) There are no explanations of Item No. changes on Survey 77-195 and 77-361.	Federal Labor Relations Council//FLRC report of case decisions and FSIP releases	Yes	No	No	No	No	77-195	10010	8/1/77	1061-G-1	Y3.F31/21:10/
Reports to the drug abuse treatment community on the service delivery and policy-oriented findings from the Services Research Branch sponsored studies. Will include state of the art studies, innovative service delivery models, innovative treatment management and financing techniques, and treatment outcome studies. *Very helpful note on item card.	Nat'l Institute on Drug Abuse//Services research monograph series	Yes	Yes	Yes	Yes	Yes	77-196	10012	8/2/77	831-C-11	HE20.8216/2-2:
Need identification of APA-PG. To be updated periodically.	Guide to Federal Aviation Administration Publications, FAA-APA-PG (Series)	No	Yes	Yes	No	Yes	77-197	10013	8/2/77	431-A-30	TD4.17/6:

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Division of Law Enforcement Services report on activities of Reservation law enforcement officers, crime-statistics, Indian-Police Training Center, etc. The Bureau and/or tribes maintain law enforcement services on 120 Indian reservations as well as 134 Indian courts to serve the reservations where Bureau and/or tribal law enforcement services are maintained.	Indian Affairs Bureau//Combined Tribal and Bureau Law Enforcement Services, Annual report.	No	Yes	No	No	No	I20.58:	627-G	8/2/77	10014	77-198
Does not indicate scope of publication or technical level of intended audience.	Annual workshop of the Asthma and Allergic Disease centers.	No	No	No	No	Yes	HE20.3261:	505-A-5	8/3/77	10016	77-199
	CAB//Commuter Air Carrier traffic statistics (quarterly)	No	No	No	Yes	Yes	C31.241/3:	177-A-17	8/3/77	10017	77-200
*Helpful annotation provided by GPO	Medicaid Bureau//Medicaid management reports (quarterly)	Yes	No	No	No	No	HE22.109/2:	499-H	8/3/77	10019	77-201

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
	FAA//Reports FAA-ASP (series) Issued by Office of Aviation System Plans	No	No	Yes	Yes	Yes	TD4.32/14:	431-A-29	8/4/77	10020	77-202
Does not indicate frequency or for whom program guide is intended.	EPA//Office of Research and Development, Program guide	No	No	No	No	No	EP1.8/9:	431-I-70	8/4/77	10021	77-203
Annotated list of pubs. A note indicating states covered by this station would be helpful	Forest Service//Publications of Southern Forest Experiment Station (list)	No	Yes	Yes	Yes	Yes	A13.40/8-3:	82-D-4	8/4/77	10022	77-204
	Federal Grain Inspection Services// Regulations, rules, instructions	No	Yes	No	Yes	Yes	A104.6:	31-B-1	8/5/77	10024	77-205
*Good annotation provided by GPO	Senate//Executive reports and documents	Yes	Yes	Yes	Yes	Yes	Y1.cong/ses:	1008-A-1	8/5/77	10027	77-206

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Does not indicate scope of publications, extent of series, or technical level of intended audience.	Army Dept.//Training Circulars (TC Series)	Yes	No	Yes	No	No	D101.24:	324-B	8/8/77	10028	77-207
It was established by the Congress in 1975 (P.L.94-118) The purpose of the commission's program is aid to education and culture at the highest level in order to enhance reciprocal people-to-people understanding and to support the close friendship and mutuality of interests between the United States and Japan.	Japan-United States Friendship Commission//Reports and publications	Yes	Yes	No	No	Yes	Y3.J27:	1061-F-1	8/8/77	10028	77-208
Especially selected innovations for small manufacturing and technical firms. Under ongoing aerospace R&D programs, information is available to American business through NASA's technology utilization program and Small Business Administration's technology assistance program.	NASA//New product ideas, process improvements, and cost-saving techniques, relating to (various subjects) NASA/SBA FA-(series)	No	Yes	Yes	Yes	Yes	NAS1.56:	830-H-8	8/8/77	10028	77-209
Annual report prepared by the Research and Analysis Division. Statistical data on total foreign visitor arrivals from overseas countries, mode of travel to the U.S. for overseas visitors, ports-of-entry for overseas visitors by rank, etc.	U.S. Travel Service//Foreign visitor arrivals by selected ports.	No	Yes	No	Yes	Yes	C47.15/6:	271-A-5	8/8/77	10028	77-210

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Studies and analysis of health manpower supply, distribution, projections, policy, etc. Some papers contain extensive statistical tables and bibliographies.	Health Manpower Bureau//Background papers	Yes	Yes	Yes	Yes	No	HE20.6611:	507-J-6	8/8/77	10028	77-211
Data collected by the District Offices of Water Resources Division in cooperation with state agencies. Data on surface water, water quality, flow rate, chemical analyses, water levels, etc. Breakdown of old Item 619-E.	Geological Survey//Water resources data for (state)	N/A	N/A	N/A	N/A	N/A	I19.53/2:	619-E-1 thru 51	8/8/77	10030	77-212
List of publications prepared by the district offices and/or in cooperation with state and local agencies. Includes professional papers, water supply papers, circular, open-file reporters, etc. Breakdown of old Item 624-G.	Geological Survey//Water resources investigations in [state]	N/A	N/A	N/A	N/A	N/A	I19.42/3:	624-G-1 thru 51	8/8/77	10030	77-213
Annual summary report on programs and activities of state ASCS Committees which are responsible for administering all ASCS federal farm programs. Summaries with statistical tables by counties. Later the item number is brokendown by state (Survey 77-247 S/L 10151 9/15/77)	Agricultural Stabilization and Conservation Service//Annual reports by states	No	Yes	No	Yes	No	A82.1/2:	110-B	8/10/77	10037	77-214

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					SURVEY No.	S/L No.	S/L DATE	ITEM No.	CLASS No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Need annotation and identification of OST.	Dept. of Transportation budget program: Analysis of FY DOT program by policy and RD&D management objectives, DOT-OST	No	No	No	No	Yes	77-215	10039	8/10/77	982-C-11	TD1.34/2:
	Health Standards and Quality Bureau// General publications	Yes	Yes	No	Yes	No	77-216	10050	8/15/77	499-J-1	HE22.202:
Annual report	CAB//Annual economic report of air-freight forwarders	No	Yes	No	Yes	Yes	77-217	10051	8/15/77	177-A-18	C31.270:
The GPO's note is helpful--but a more detailed annotation would help without sample.	National Cancer Institute//International cancer research data bank: special listing NCI/ICRDB/SL (series)	Yes	Yes	No	No	No	77-218	10052	8/15/77	507-G-16	HE20.3173:
	VA catalogs (no)	Yes	Yes	Yes	Yes	Yes	77-219	10056	8/16/77	983-A-1	VA1.20/4:

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
	Transportation Dept.//Bibliographies and lists of publications	No	Yes	Yes	Yes	Yes	TD1.15/2:	982-C-12	8/16/77	10056	77-220
Without sample cannot determine whether technical or study report. Identification of OPPD would be helpful.	Federal Railroad Adm.//Report FRA-OPPD	Yes	Yes	No	Yes	No	TD3.15/5:	701-C-1	8/17/77	10059	77-221
	Fish and Wildlife Service//Bibliographies and lists of publications	Yes	Yes	Yes	Yes	Yes	I49.18:	616-A-1	8/17/77	10061	77-222
*Brief annotation provided by GPO. Additional annotation: Listing of community education programs by state with funding amounts. Major goals of the programs are the development of interaction between public schools and communities, more effective use of community resources, and the development of new approaches to meet the educational, cultural, recreational, and social needs of local communities.	Education Office//Community education project description for FY	Yes	Yes	Yes	Yes	No	HE19.132:	455-A-6	8/22/77	10073	77-223

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D				CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni				
No identification of type of publications, general or technical. USRA is an incorporated non-profit Association established by the Regional Rail Reorganization Act of 1973 (P.L.93-326) 45 USC 701, et seq.; 49 CFR 901; 39 FR 26908, July 24, 1974. The purpose of the Act is the identification of a rail service system to meet the needs and service requirements of the national rail transportation system. Section 202(a)(2) and 211 of the Act authorize the association to loans to the Consolidated Rail Corp., National Railroad Passenger Corp., and other railroads.	United States Railway Association// Reports and publications	N/A	N/A	N/A	N/A	N/A	Y3.R13/4:	1070-R	8/23/77	10078	77-224
Sufficient note on item card. Additional annotation: Prepared by Human Resource Management Center, Navy Dept. Small pocket-sized tourist guide for navy personnel. Contains brief description of the port and its characteristics and large fold-out map. The similar publication entitled: Pocket guide to (various countries) under class D2.8: Item 314 & 312-A	Naval Personnel Bureau//Port guide (various ports)	Yes	Yes	No	Yes	Yes	D208.6/4:	403-A-1	8/24/77	10083	77-225

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Prepared by Manpower and Training Branch, Div. of Resource Development, NIDA. Each issue will focus on specific topics such as services for women, career development, international drug concerns, drug prevention activities, etc. Scope of coverage: Programs, meetings, news, resource exchange, actions on Capitol Hill, etc. Approximately 10-15 page informational publication. The full title on the cover: Training the human resources bulletin.	National Institute on Drug Abuse// Resources (irregular)	No	Yes	Yes	No	Yes	HE20.8218:	467-A-8	8/25/77	10084	77-226
IBE is a part of UNESCO. Summaries of educational trends in structure and organization of educational systems, curriculum, systems of administration, and educational policies and legislation. Also includes selected references, brief statistical data, and directory of ERIC Clearinghouses. This report is being made available in full in four languages: English, French, Spanish, and Russian. Summary versions will be available in Arabic, Chinese, Japanese, and Portuguese.	Education Office//Progress of education in the United States of America (Report for the International Conference of Education, sponsored by UNESCO, International Bureau of Education)	Yes	Yes	Yes	No	No	HE19.133:	455-J	8/25/77	10086	77-227

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Small papers and full-scale monographs reporting the research and collections of Smithsonian museums and bureaus or of professional colleagues in the world of science and scholarship in the area of marine sciences.	Smithsonian contributions to the marine sciences.	Yes	Yes	Yes	No	Yes	SI1.41:	910-M	8/29/77	10093	77-228
The World Health Assembly is the supreme governing body of the WHO, and is composed of delegates representing all of the member countries. It meets each year to determine policies, programs and budgets and to review the WHO's past, present, and future activities. Summary report on plenary sessions, U.S. participation, committee programs, evaluation and comment, and technical discussions. Also includes a message from U.S. President, list of member nations.	Public Health Service//Report of the United States delegation to the World Health Assembly.	No	Yes	Yes	No	No	HE20.19:	483-A-3	8/29/77	10094	77-229
Supplements the bound volumes of Interstate Commerce Acts annotated (IC 1 act.5/2: Item 676) Issued bimonthly to provide annotations covering legislation, decisions of Federal courts and Interstate Commerce Commission and text of/or reference to general rules and regulations as currently as possible.	Advance bulletin of Interstate Commerce Acts annotated (2nd series)	No	Yes	Yes	No	No	IC 1 act.5/3-2:	674-E	8/29/77	10097	77-230

ANNOTATION and/or REMARKS	SERIES TITLE	SAMPLE REC'D					CLASS No.	ITEM No.	S/L DATE	S/L No.	SURVEY No.
		U of Con	SUNY-A	Skidmore	Missouri	Drew Uni					
Housing and Urban Development Dept. has been experimenting with ways to deal with a problem that mayors or city managers may face - - - blighted neighborhoods with large numbers of vacant and vandalized houses.	HUD//Community stablization case studies.	Yes	Yes	No	No	Yes	HH1.67:	581-E-18	8/30/77	10100	77-231
*Good annotation provided by GPO.	Naval War College, Newport, R.I.// Historical monograph series	Yes	Yes	Yes	Yes	Yes	D208.210:	408-A-2	8/31/77	10102	77-232
	Food Safety and Quality Service// General publications	Yes	Yes	Yes	Yes	No	A103.2:	31-C	8/31/77	10104	77-233
Planning the environmental, health, and safety research activities of the ERDA oil shale program. Subject to changes and will be updated annually.	ERDA//Environmental development plan, oil shale, FY	Yes	Yes	Yes	Yes	Yes	ER1.33:	474-A-18	8/31/77	10106	77-234
No indication whether general or technical in nature.	NASA//Jet Propulsion Laboratory publications	Yes	No	No	No	Yes	NAS1.12/7:	830-H-9	8/31/77	10106	77-235

OPTIONAL FORM NO. 10
JULY 1973 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

GOVERNMENT PUBLICATIONS
UNIVERSITY LIBRARY
RECEIVED
FEB 24 1978
STATE UNIVERSITY OF NEW YORK
AT ALBANY

TO : Chief, Library Division

DATE: February 17, 1978

FROM : Director, Library and Statutory Distribution Service

SUBJECT: Minimum Annotation Requirements for New Item Surveys

This Service has frequently been criticized for lack of basic information in describing new publications being surveyed without a sample. This problem has now been brought into focus through the formation of a Study Committee on Federal Documents Depository Survey Items. This body of individuals has produced a draft analysis for presentation to the Federal Documents Task Force, Government Documents Roundtable, American Library Association. It is the understanding of this Office that further fact gathering will be undertaken to specifically identify those minimum requirements needed to accurately annotate new item surveys.

In conference with the Chief of the Library Division minimum annotation information has been developed, which will be appended to each new survey. Effective immediately no survey will be undertaken with sample unless there is on hand a minimum 1,250 copies of the appropriate documents. When that minimum number of copies is available, the same minimum annotation items will be appended to the survey for the benefit of future selecting librarians.

ITEM CARDS

Item number

Issuing agency

Title of series (explaining acronyms) and frequency

SuDocs classification number for series

Brief description of the series as a whole (not a specific publication) to include:

Contents of the series and audience for which it was prepared. Example: Technical newsletter describing metallurgical research in progress to inform Mines Bureau employees of current research being done.

0010-110

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Special features of the series, such as colored illustrations on high gloss paper, if it's other than the usual Government publication. It must be determined that this information applies to the series as a whole, not just to a particular publication.

Type of binding, if other than paper (e.g., clothbound or spiral binding).

Size, if smaller or larger than predetermined size (e.g., smaller than 23 cm or larger than 26 cm) or odd shaped publications.

Number to be expected over a one year period and number of pages unless frequency with title indicates the number to be expected (e.g., monthly), or explain that the issuing office is unable to provide this information.

SURVEYS

Should include all of the above, plus:

Item numbers and/or titles being replaced, if applicable, noting former titles, issuing agencies, etc., as applicable.

Title of the sample copy (or state "The first publication to be distributed will be (title)", and the collation of this publication. Class of this specific issue, and its price and stock number, if applicable.

Chief, Library Division is authorized the use of First Class mailing for surveys in bulk with a return completion date by responding libraries of three weeks. The three week response time is a must because of limited storage space in the Depository warehouse. At this moment there are some 30 different titles awaiting survey action. This represents 18 full pallets now in storage.

Any assistance that can be provided by any employee of this Service in meeting the objectives of this memorandum is appreciated.

J.D. DEWSEY